

<h1 style="text-align: center;">Request for Audiovisual Production (Part 1)</h1>		Date:	Desired Completion Date:
		Project No.:	
Requester:	Office Symbol:	Bldg. No.:	Phone No.:
Point of Contact:	Office Symbol:	Bldg. No.:	Phone No.:
<input type="checkbox"/> Motion Picture <input type="checkbox"/> Video <input type="checkbox"/> Sound <input type="checkbox"/> Silent <input type="checkbox"/> Color <input type="checkbox"/> Black and White    Length: _____			
Purpose of Production:			
Brief Outline:			
Type of Audience for Which Production is Intended:			
Distribution of Film/Tape (Who? Where? How many?):			
Remarks (Include any special items or requirements in this section):			
<div style="text-align: center;">Approvals</div>			Estimated Cost:
Signature of Office/Lab Director:		Date:	Fund Source:
Signature of A/V Board Approval:		Date:	

<b>Request for Audiovisual Production</b> <b>Production Cost Estimate (Part 2)</b> <b>(To be completed by production source)</b>		Date:		Desired Completion Date:	
		Project No.:			
Production Specific Expenses:		Funding Source:		Production to be done by:	
				<input type="checkbox"/> MSFC Audio/Visual Service <input type="checkbox"/> Other (Specify): _____	
<b>Labor Estimate</b>					
Item Number	Description	Labor Hours	Unit Cost	In-House	Out-of-House
	Script Development:				
	Production:				
	Other:				
		Pre-Script Sub Total			
Producer:		Phone Number:		10% Add On	
		Date:		Estimated Total Not to Exceed	